



Superintendent  
of Documents

# ADMINISTRATIVE NOTES



## LIBRARY PROGRAMS SERVICE

Vol. 7, no. 19

GP 3.16/3-2:7/19

November 1986

THE PENNSYLVANIA STATE UNIVERSITY  
THE UNIVERSITY LIBRARIES  
UNIVERSITY PARK, PENNSYLVANIA 16802

October 28, 1986

Dear Depository Librarian:

At the Depository Library Council meeting on October 15th-17th, an unusual combination of events prevented the Council from voting on all its recommendations before the end of the meeting. Consequently, Council has decided to have a delayed vote on December 1, 1986, on the remaining recommendations to be presented to the Public Printer. Although this is not the manner in which Council would have preferred to end the meeting, it does provide a unique opportunity for all depository librarians, not simply those who can attend the meeting, to provide input to the Council's deliberations.

Included within this issue of Administrative Notes there is a summary of the October meeting and a compilation of Council's recommendations. Please note that Council did vote on Recommendations 15, 16, 17, 18 and 19. Voting records for these recommendations are also included. Please consider Recommendations 1-14, and should you wish to comment on any or all of them, address your written concerns to me. I will then compile all comments and distribute them to all the other Council members before our deadline date of December 1. A copy of any correspondence will be included as an appendix to the transcript of the proceedings. Should you have questions or should you wish to comment to any particular Council member, a list of their names, addresses, and current phone numbers is also included in this issue of Administrative Notes.

Sincerely,

Diane H. Smith, Chair  
Depository Library Council

Depository Library Council

Recommendations

October 1986

1. The Depository Library Council commends the Public Printer on the preparation, printing, and distribution of the booklet The Designation Procedure for Federal Depository Libraries (GP 3.2:D 44/9 OCLC #13569353).
2. The Depository Library Council to the Public Printer is pleased that the long-awaited shipping lists for USGS maps have finally come into reality. Council recommends, however, that all depository libraries receive all USGS shipping lists even though they may not receive any maps for those shipments.

**Rationale:** Council realizes that not all federal depositories select maps. For those that do, it is not possible for the libraries that select maps to determine if they have received all the maps which they have selected.

3. The Depository Library Council recommends to the Public Printer that Section 4-5 of the Guidelines for the Depository Library System suggesting that depository libraries select a minimum of 25 percent of available item numbers be deleted.

**Rationale:** Depository libraries should select only those publications necessary to serve their patrons and/or their congressional district.

4. The Depository Library Council accepts Option A of the Director, Library Programs Service's memo dated August 22, 1986, regarding distribution of the EEOC Decisions on microfiche. Council recommends that the Public Printer direct the Library Programs Service to pursue the inclusion of the SuDoc class stem in the header of future microfiche editions. Council also suggests that a notice explaining that the EEOC Decisions are being sent directly to selecting libraries from Information Handling Services (IHS) be included in Administrative Notes as well as on a shipping list in advance of the initial distribution.

**Rationale:** Council weighed the advantages of both IHS- and GPO-produced fiche. Since the IHS fiche could be provided to depositories in a timely manner, it was felt that microfiche distribution by IHS was the best alternative between the two choices offered to Council. Other areas of the library that receive commercially-produced materials may not realize the EEOC Decisions are part of that library's depository shipment. A note in Administrative Notes could lessen confusion about the receipt of this fiche and would decrease letters of inquiry to IHS.

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5. The Depository Library Council recommends to the Public Printer that all Department of Defense material in the nature of "handbooks, manuals and guides" be microfiched to the fullest extent possible with the exception of the Area Handbooks/Country Studies.

**Rationale:** The proliferation of DOD publications presents an opportunity for savings in LPS. It was felt that these materials were little used, frequently did not require transmittals, and were excellent candidates for microfiche distribution to depositories.

6. The Depository Library Council commends the Public Printer for the development of the Executive Information System (EIS) and the Acquisition, Classification and Shipment Information System (ACESIS). However, Council recommends that the Public Printer study enhancement of the DDIS system to allow more selectivity for depository libraries and continue planning for an integrated automated management system for the Library Programs Service, which would be a part of or interface with other GPO systems.

**Rationale:** An enhanced DDIS or similar system will allow the Library Programs Service to secure substantial savings resulting from more accurate selection of items to meet the patron needs of individual libraries. An integrated automated management system will help the Library Programs Service be more efficient in meeting its statutory mission and to communicate with other GPO functional areas.

7. The Depository Library Council recommends to the Public Printer that he seek changes to Title 44 U.S. Code and/or reconsider previous GPO interpretations in order to allow Regional Libraries to have more flexibility in assuring the maintenance of a complete depository collection available to the region's library communities.

**Rationale:** Regionals are facing crippling space problems due to the permanent retention requirements in Title 44 and in the literal interpretations of that Title by GPO Legal Counsel.

8. Council has identified several actions which, if implemented, could substantially enhance the effectiveness and economies of LPS and/or prove beneficial to the depository library community. Council has divided the recommendations into Group 1, those which could be put into effect immediately, and Group 2, those which would require additional time. The following are recommended to the Public Printer:

Group 1

- Publish a list of Depository Study Group members in Administrative Notes.
- Publish announcements from the Association of Research Libraries/Office of Management Studies on management seminars available to depository librarians in Administrative Notes.
- Publish the "Preliminary Draft (October 1986) Guidelines on Provision of Government Publications to Depository Libraries" in Administrative Notes. This will allow for maximum input by the depository community.
- Cease any further classification separation of serial titles within series for the following: (a) serial titles based on geography (e.g., County Business Patterns), and (b) serial titles composed of chapters or parts (e.g., Medicare Intermediary Manual). Diane Smith has volunteered to answer questions on this recommendation.
- Make an exception to GPO's policy of separating out serial titles as the publications are processed, when the next issue of the serial title to be changed comes in the middle of a volume or calendar year. Diane Smith has volunteered to answer questions on this recommendation.
- Ask that the Congressional Serial Set Supplement to the Monthly Catalog not be included in the cumulative indexes for the Monthly Catalog and that the entry numbers not be in the range of other Monthly Catalog entries. Should this be done, the individual reports and documents would not be indexed twice within the cumulative Monthly Catalog indexes. Susan Tulis has volunteered to answer questions on this recommendation.
- Secure the inclusion of the various EPA Technical Reports Series in the Depository Library Program. (Items 431-I-11, 431-I-12, 431-I-19, 431-I-23, 431-I-24, 431-J-11, 431-I-62, 431-K-12 + 431-J). Recently, only selected report summaries have been distributed.
- Ask that information regarding the use and availability of map indexes be included in the Federal Depository Library Manual. Kathleen Eisenbeis has agreed to work with the Library Programs Service on this project.
- Split up the problem item numbers identified in the recent Library Programs Service survey.

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Group 2

- Commend the Library Programs Service on getting the working paper collection shelved. However, we ask that a high priority be given to file the microfiche collection. We also recommend that a concerted effort be made to make the classification corrections to both the microfiche and the paper collection.
  - Seek General Counsel's guidance on whether or not LPS needs to fill rainchecks for those publications which are or have been superseded.
  - Produce a microfiche edition of the 1985 indexes to the daily edition of the Congressional Record (vol. 131), for distribution to depository libraries. It appears that a substantial number of libraries have not received all the issues of this volume.
  - Produce an inverted List of Classes, i.e., a list of item numbers with corresponding SuDoc numbers, titles, frequency and format. Susan Tulis has volunteered to work with LPS on this.
9. The Depository Library Council recommends that the Public Printer investigate the possibility of making GPO's OCLC/MARC archival tapes available for sale on a subscription basis through GPO Sales rather than through the Library of Congress.
- Rationale:** The physical and field changes that the Library of Congress makes to these tapes adds another layer of difficulty to their use by depository libraries, especially those that have tailored their local, online catalogs to use OCLC/MARC tapes rather than USMAKC (LC's version). This would also allow GPO to profit from the sale of those tapes, rather than the Library of Congress. At least 100 libraries have already expressed an interest in the tapes in this format.
10. In light of recent developments, the Depository Library Council recommends that the Public Printer reconsider his General Counsel's opinion on the status of machine-readable files as government information which could be distributed by the GPO. In addition, Council suggests that the Public Printer consider submitting the PRF as a possible JCP pilot project.

**Rationale:** More and more government agencies are distributing information only in a machine-readable format, e.g., BLS diskettes. Consequently, this information is not being made available to depository libraries and the citizens they serve. GPO's participation in the Joint Committee on Printing's pilot projects would seem to be appropriate.

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11. The Depository Library Council commends the Library Programs Service for its willingness to experiment with allowing selectives to drop item numbers at any time, not just during the item selection revision period, and recommends that this practice be continued on a permanent basis.

**Rationale:** It gives selectives more options and saves GPO money by reducing the number of copies which will have to be distributed.

12. The Depository Library Council recommends to the Public Printer that the Library Programs Service explore the possibility of providing for groups of depository libraries, at their request and for a fee to cover costs, union lists of the item selections of those libraries.

**Rationale:** Many depositories are now planning local cooperative resource sharing. These union lists would encourage cooperation, reduce total item selections, improve regional access, and save money both for depository libraries and for the Library Programs Service.

13. The Depository Library Council recommends that the Public Printer prepare and distribute a bi-weekly, cumulative COM index to the daily edition of the Congressional Record in lieu of the current paper product.

**Rationale:** The change would allow GPO to distribute a more timely, useful, and cheaper index to the Congressional Record rather than that currently available through the sporadic distribution of the bi-weekly paper product.

14. Until ACSIS is available, the Depository Library Council recommends that the Public Printer ask the Library Programs Service to investigate the possibility of generating the current shipping lists using existing microcomputer technology, producing a monthly cumulative listing of shipping lists in an ASCII text file, and making the ASCII file available to interested depository libraries that supply a blank formatted disk for that purpose.

**Rationale:** This process will increase productivity and result in more accurate shipping lists. It will serve also to provide a quick and easy reference to items which have been shipping long before they appear in Monthly Catalog for both LPS and interested depositories.

15. The Depository Library Council recognizes the present fiscal restraints under which the Library Programs Service must operate. However, the Council refrains from replying to Issue 86-2 (see attached) until a full financial report on savings from current and previous Council recommendations is made. In the interim, Council continues to seek input from the depository community concerning titles and/or item numbers which should always be available in paper.

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**Rationale:** Council believes there may be substantial savings realized from previous and current recommendations. If necessary, Council is willing to provide the list of 500 items never to be microfiched, but Council feels it is unwise and perhaps premature to respond to the December 1 deadline.

16. The Depository Library Council recommends to the Public Printer that the Code of Federal Regulations, the Federal Register, the Congressional Record (daily edition), the Official Gazette of U.S. Patents and Trademark Office: Patents and Trademarks, and the Monthly Catalog be available for paper distribution to depository libraries; Council recommends that the Public Printer seek a supplemental appropriation to do this without breaking the law.

TABLED

**Rationale:** These titles are either (1) vital to participation in the democratic process; (2) unusable in microfiche due to illegibility; or (3) a necessary management tool for depository librarians.

17. The Depository Library Council recommends to the Public Printer that at a minimum all regional depository libraries continue to receive both paper and microfiche copies of all publications currently distributed in dual format. The regional depository will ensure the availability of the paper copy for a minimum of five (5) years.

PASSED

**Rationale:** The regional will be able to respond to current needs of the selective depositories for paper publications as a response to GPO's budgetary problems.

18. In addition to the policies expressed in Superintendent of Documents Policy 13 (SOD 13), the Depository Library Council recommends to the Public Printer that the following factors be considered in determining whether paper or microfiche be sent to depository libraries:

PASSED

- a. the ability of the GPO to get the "rider" rate;
- b. the ability of GPO to procure/produce computer output microfiche;
- c. the ability of GPO to procure competitively high-quality, indexed, enhanced microfiche at no less than current GPO contract specifications.

**Rationale:** It is expected that all these factors could provide GPO with substantial cost savings.

PASSED

19. The Depository Library Council would like to convey to the Public Printer its support of the Joint Committee on Printing's policy as voiced in their October 3, 1986, letter regarding the depository community's right to choose between paper and microfiche editions of the same publication.

August 22, 1986

Director, Library Programs Service

Request for Advice on Issue 86-2

Chair, Depository Library Council

Background

In May 1986, the Depository Library Council provided GPO with a list of 956 item numbers representing depository publications that could be converted from paper to microfiche. It is now apparent that the "list of 956" will be insufficient for achieving necessary expense reductions in LPS through FY 1987.

Issue 86-2

Council is hereby requested to provide a listing of 500 or fewer item numbers representing depository publications that Council judges should not be converted to microfiche. LPS would appreciate receiving this list by December 1, 1986.

Mark Scully

MARK SCULLY

SL:MScully:brs/8/22/86

cc:LPS Reading File  
Director, LPS ✓  
Council File

	Amendment 4 to 18 to add "SO D 13"			Amendment 4 to 18 to "at no less..."			Motion to separate 18 specifications			18-1	18-2	18-3	15	Amendment add "Council to 16 & ... breaking the law." Table 16	17	19
Dickinson	Y	N	Y	Y	Y	N	Y	Y	Y					ABS	Y	
Eisenbeis	Y	Y	Y	Y	Y	Y	Y	Y	Y					Y	Y	
Harvey	Y	ABS	N	Y	Y	Y	Y	Y	Y					Y	Y	
Hordusky	Y	N	Y	Y	Y	N	Y	Y	Y					Y	Y	
Jacob	Y	Y	N	Y	Y	Y	Y	Y	Y					Y	Y	
Lang	Y	Y	Y	Y	Y	Y	Y	Y	Y					Y	Y	
McAninch	Y	Y	N	Y	Y	Y	Y	Y	N					ABS	Y	
Phillips	Y	N	Y	Y	Y	N	Y	N	N					N	Y	
Prudden	Y	Y	Y	Y	Y	Y	Y	Y	Y					ABS	ABS	Y
Raum	Y	Y	Y	Y	Y	Y	Y	Y	Y					Y	Y	
Thurston	Y	Y	Y	Y	Y	Y	Y	Y	N					Y	Y	
Tulis	Y	Y	N	Y	Y	Y	Y	Y	N					Y	Y	
Veatch	Y	ABS	Y	Y	Y	N	Y	N	N					Y	Y	
Walter	Y	Y	N	Y	Y	Y	Y	Y	N					Y	Y	
Smith	-	-	-	-	-	-	-	-	-					-	-	-

Total

Yea	14	9	9	14	14	10	14	8	8	10	14
Nay	0	3	5	0	0	4	0	6	5	1	0
Abstention	0	2	0	0	0	0	0	0	1	3	0

## SUMMARY OF MEETING

DEPOSITORY LIBRARY COUNCIL TO THE PUBLIC PRINTER

WASHINGTON, DC \* \* \* OCTOBER 15-17, 1986

## Call to Order

The Fall meeting of the Depository Library Council took place in Washington, DC on October 15-17, 1986. The meeting was called to order Wednesday, October 15 at 9 a.m. by Chair Diane Smith in the Lewis and Clark Room, Holiday Inn - Capitol. Ms. Smith introduced the council members, went over announcements and general procedures, and summarized the three requests for advice DLC members had received from GPO. The requests were: 1) U.S. Equal Employment Opportunity Commission (EEOC) has contracted with Information Handling Services (IHS) to publish its decisions and indexes on microfiche. The question is whether we want timely distribution from IHS without the SuDocs number in the header or distribution from GPO with the SuDocs number in the header. 2) The list of 966 items DLC gave to GPO in May 1986 for possible conversion to microfiche is not sufficient. GPO asked for 500 item numbers that should never be converted to microfiche. 3) Department of Energy announced that effective October 1, 1986, the EDB subject category number will no longer appear in the DOE microfiche header. DOE wants suggestions for alternative methods of dealing with this.

## Government Printing Office Reports

Donald E. Fosseidal, Superintendent of Documents, greeted the group and then reviewed progress in his area, except that of the Library Programs Service. The sales program had an outstanding year, as a result of better marketing and improved bookstore operations. Mr. Fosseidal expects their profit to be about \$4.4 million. Don also mentioned ICIS (Integrated Customer Information Service), the computer system being designed for sales to improve internal operations.

Mark Scully, Director of the Library Programs Service (LPS), gave an update on their activities. Mr. Scully stated that we are in an age of fiscal retrenchment and therefore LPS has less money to operate the depository library program. Although services and products have been lessened, so far the budget cuts have not crippled the program. Some changes/accomplishments: item selection updates only once a year, higher ratio of microfiche distribution, 335 inspections last year, depository workshops being presented, acquisition of an IBM-PC for the biennial survey, hired Bonnie Trivizas and Gil Baldwin, eliminated the backlog of depository inquiry letters, shelved the LPS working collection, decreased shortages, increased cataloging production, 37% fewer claims, etc. The budget cuts have forced LPS to review its mission and eliminate certain unnecessary but costly services.

Jim Cameron, GPO Marketing, gave the sales side of the Marketing Update. They are working on getting commercially procured PSA's and a bulletin endorsement from the Advertising Council. The U.S. Government Books Catalog has been changed slightly - there is a new logo, the first two pages list more popular publications and the order form

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is being changed. The New Books list is being revamped to enhance readability and usefulness. They would welcome any suggestions on this. A purge mailing will be done soon and they may type-set this publication.

Jan Erickson, GPO Marketing, spoke in terms of the depository library program. Highlights of the things she is working on include: a collection of documents for display in law libraries, sending out the list of depository libraries to Freedom of Information (FOI) officers in federal agencies, new poster to feature a famous author, a sign explaining the SuDocs classification system, availability of the set of 15 directional signs, print PSA's are being re-released in January and broadcast PSA's later on next year, and still working on slide/tape or video on depository library program. Comment was made that cover letter going to FOI officers should clearly explain that depositories do not do FOI requests and in fact, do not have a lot of the materials requested. It was also suggested that marketing look into improving the "Union List of Item Selections" and then possibly sell portions of it to interested libraries.

#### Spring 1986 Recommendations

Mark Scully covered GPO's responses to the Spring '86 DLC recommendations. Some comments that did result were:

- a. Concern that notices are not being put on Shipping Lists when new class numbers are created for serial titles being pulled out of series.
- b. LPS is finalizing the details on having the Patent and Trademark Office do direct mailing of the Official Gazette to its patent depository libraries.
- c. ARL/OMS will continue to work on designing a basic management skills institute for government documents librarians if support for it is shown by the depository community.
- d. In the area of rainchecks, it was brought out that people still have outstanding rainchecks for those listed as fulfilled in Administrative Notes, v. 7/12. Also, people have rainchecks that were not listed as either fulfilled or outstanding. LPS will publish guidance about the procedure for obtaining these publications.
- e. Fugitive documents are still a problem. Cynthia Bower will be working with JCP on this problem. Direct titles to her.
- f. Microfiche conversion (in relation to Recommendation 11 and the list of 966 items) - a lot of confusion existed in this area. Example: does the "list of 966" that DLC gave to GPO consist of class numbers or item numbers: The final word from GPO was that it was class numbers. Example: since SOD-13 has been suspended, concern was expressed that everything within one item would be fished wholesale, without concern for its usability. Example: there did not seem to be an answer to the question of which

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titles (not categories) listed in Recommendation 11 had had a decision made on them. [Editor's note: if the current "List of Classes" is correct, the answer can be found there.]

- g. Periodical supplement was not included in the semi-annual indexes to the Monthly Catalog. This should be changed in 1987.

#### Department of Energy Report

Bonnie Carroll, DOE, gave an overview of the Office of Scientific and Technical Information which supplies the DOE microfiche. Some facts: of the 180,000 new entries added to the energy database each year, 20-25,000 are technical reports; 9% of the federal research and development budget is for DOE, while 40% of the technical reports announced by NTIS are DOE. Ms. Carroll announced that in order to speed up their production cycle, the EDB subject category number will not appear on the microfiche header. An alternative way of dealing with this is to put the EDB number on the shipping list. She will also look into providing a cumulative listing of shipping lists for libraries selecting DOE fiche. A title some people might be interested in - "A Translation Table to Convert DOE/OSTI-COSATI Bibliographic Records to MARC-Like-Format Records." (DE86006473)

#### JCP Update

Bernadine Hoduski summarized the October 3, 1986 letter sent from Senator Mathias to GPO. It says that it is against JCP policy to not allow libraries a choice of paper or microfiche. JCP is willing to work with GPO to determine what can be done to cut costs. There will be cutbacks and it is important to determine what is best for the general public and not just libraries and individuals. In the area of electronic dissemination of information, 13 agencies have submitted proposals for pilot projects. The committee will be meeting Oct. 30-31 to discuss these proposals. No libraries have been selected yet; JCP has to come up with specifications and equipment needs before deciding on libraries. Ms. Hoduski talked about some possible ways of saving money. GPO might want to look into using electronic format for some of its operations. Maybe agencies should be paying for the microfiche master, now it comes out of depository library program's appropriations. Maybe the "List of Classes" could be refined to allow more selectivity, so libraries will get exactly what they want. If the International Exchange Program could be made current it would allow libraries the option of microfiche and maybe more libraries would take fiche. Try to get more agencies involved in cooperative cataloging. Copies of the "Preliminary Draft (October 1986) Guidelines - Provision of Government Publications to Depository Libraries" and Form 3868 - "Notification of Intent to Publish" were handed out. A question was raised about revisions to Title 44 - the feeling was that an overall revision was still a long way off, but something specific was more viable.

Before adjourning for the day, Ms. Smith invited all attendees to a program and reception at the Library of Congress, Madison Building, commemorating the 125th anniversary of the Government Printing Office. This was jointly sponsored by the Center for the Book and the Government Printing Office.

Meeting convened, Thursday

The meeting resumed at 9 a.m., in the Mumford Room, Library of Congress, Madison Building.

#### Budgetary Impact on Microfiche Policy - Part 1

Joe Cannon, Comptroller of GPO, gave an overview of the budgetary process at GPO. GPO's total annual budget is about \$800 million, but very little is appropriated by Congress. The majority of it comes out of the revolving fund and the authorization to use the revolving fund is in the appropriations bill. The following table shows the 3 areas that receive appropriated funds and the figures GPO is presently working with.

(Dollars in Thousands)	Appropriations Requested 1986	1987	Recommended 1987
Congressional Printing and Binding	66,421	71,500	62,000
Printing and Binding	11,058	15,400	10,700
SuDocs Salaries and Expenses (sequestration)	25,981* 988	27,835	23,634**
(total after sequestration)	24,993*		

\*Includes \$3 million transferred from sales program.

\*\*Includes \$1.378 million transferred from sales program.

The sales program made \$4.378 million in 1985. Rather than give this money to the Treasury, Congress added a line item to GPO's budget, whereby their appropriations were reduced \$3 million in 1986 and \$1.378 million in 1987. Whatever profit sales makes in 1986 will offset the 1988 appropriations. Within SuDocs S & E, the program getting the largest sum of money is the Depository Library program (\$21,967). If you break it down by object class, printing and reproduction gets the largest sum (\$13,992). Although Congress has cut GPO, they are still required by law to provide various programs. Basically, GPO has about \$2 million less this year to provide what it did last year.

Mitch Phelan, from the Documents Technical Support Group of the Superintendent of Documents, spoke next. His main function is to advise and assist GPO in developing its financial plans and coordinating planning activities with the comptroller. In the past, Superintendent of Documents has usually received adequate funding to maintain his programs. This has not been the case in the last 18 months; but to date,

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the budget decreases have not threatened the basic viability of the S & E appropriated programs. In FY 86, GPO was first cut 10%, then an additional \$1 million. Within S & E, the largest amount of money goes to printing and reproduction, so that's where most of the cuts went, resulting in additional documents being converted to microfiche. It looks like FY 87 will be 15% below GPO's request. These cuts hurt - there are no more discretionary activities to defer or eliminate. In his opinion, increased conversion is the only realistic option.

These two talks generated a lot of discussion and questions. Such as how is the microfiche paid for? If the agency orders microfiche copies, then the agency pays for the master and S & E pays the "rider" rate. The agency pays the bulk of the cost, while GPO "rides" along on the order for the additional copies needed for depository libraries. If the agency orders hardcopy and GPO wants to initiate microfiche, then S & E pays for the master and copies. It was suggested that maybe the cost of making microfiche should be passed on to the agencies. It was not known how much money would be saved if this could be done, and currently, there is not a procedure in place that would allow GPO to bill the agencies. The micrographics program is very labor intensive - more so than paper. Any figures for the cost of micrographics would have to take into account the cost of staff. Question was raised as to what happens when they run out of things to convert.

#### Budgetary Impact on Microfiche Policy - Part 2

Mark Scully detailed how LPS reacted when the budget cutbacks came. In looking at their area, printing and binding was the most obvious candidate for handling the cuts. There are 3 areas to look at: 1) Publications already distributed on microfiche - no savings here. 2) Categories of publications already distributed in hardcopy - by utilizing the list of 966, LPS has been converting to microfiche, but this is very labor-intensive and they are already short-staffed in micrographics. 3) Dual format - area that was most promising to them. It is fast, certain (publications already lend themselves to microfiche), microfiche masters already made, elimination of hardcopy does not require additional staff, storage or money. So that is why GPO proposed elimination of hardcopy distribution for the dual format.

Diane Smith gave the background on Recommendation 11 and the list of 966, to explain how DLC reacted to what GPO said about the microfiche issue. Again, more questions were raised as well as confusion and concern. It was felt that sufficient figures were not being given in terms of savings to GPO by converting to microfiche. Maybe we should be pushing for more selectivity as a way of saving money. This brought up the issue of the 50 worst item numbers - only 245 libraries responded and there wasn't much overlap. What about the list of 500 item numbers - Diane asked for suggestions. Maybe the way to go is with criteria or guidelines about what has to stay in paper rather than give specific item numbers. If GPO does convert more to microfiche, other things may happen. Some selectives may give up depository

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status, weeding of microfiche is difficult, may produce massive item deselection, libraries will be forced to go to agencies for publications - defeating the purpose of the depository library program.

#### Map Update

James Lusby, DMA, reported that by January, USGS will no longer be distributing DMA products; rather they themselves will do it. Libraries will not receive any maps over 1:250,000 anymore - most noticeably the JOGs or 1501 series. It is not that the maps won't exist, but libraries won't have them. Prior approval from the country is needed to obtain them. Also, he is in the process of reexamining the items numbers for content as they are now set up within GPO. The nature of the item numbers will probably change due to overlap.

Richard Kleckner, USGS, gave an overview of the digital cartography program. The goal of the program is to satisfy USGS's future product requirements by using spatial data processing technology. They have been digitizing existing maps to get data into a database. The plan is to revise maps digitally, producing the same printed maps as today, just done digitally rather than manually. This process should be more efficient, produce revisions in a more timely manner, and allow them to produce more special order maps. They are presently looking at the problem of maintaining the data historically. Storage is the big problem.

Charles Bennett, USGS, reviewed the products available to depository libraries. USGS is now producing the map shipping lists in the Denver office and some bugs still exist. Flat state index maps are being produced - but they are not the same as the old series. They have to be used in conjunction with the state catalogs.

#### Open Forum

Clyde Hordusky convened the open form devoted to acquisitions and bibliographic control issues. The following points were brought up:

- a. EEOC decisions - concern about leaving space on header so SuDoc number could be written in, ask contractor if they would be willing to include SuDoc number in header and make sure series appears in Monthly Catalog.
- b. Lack of receipt of Congressional Record Indexes - seems to be a direct mail problem, not just a local problem.
- c. EPA Technical Reports - libraries are just getting project summaries and not the full reports, although the item numbers are still active.
- d. 25% item selection - inspectors seem to be pushing this guideline. Should this be reconsidered in light of zero-based selection?

- e. PRF - although GPO is no longer having problems with the contractor, regionals do not seem to be getting the weekly updates.
- f. Problem of transmittals - no main volume to file into, or basic volume had been received and no transmittals come. Legal counsel advice is being sought by GPO on distributing transmittals for which no basic volume was ever distributed.
- g. OMB Bulletins, Circulars and Memorandums - Mr. Fosseid and Ms. Hoduski are working on this to get these publications into the system.

#### Regional Meeting Report

A meeting of the regionals was held Tuesday, October 14, 1986 at the University of Maryland. There was a large representation of regionals, plus a number of selectives. It was organized into four parts with discussion leaders for each. They covered responsibilities of and options for regionals, discards, state-wide networking, and current concerns and future strategies. The meeting resulted in the following: 1) A committee of 8 people will be looking into the question of how the "List of Superceded Documents" should be used in regionals. 2) A number of problems were brought out and it was felt that another meeting of the regional was needed within 1-2 years. 3) A need to look into the possibility of taking a more liberal interpretation of Title 44. Maybe regionals could serve as coordinating agencies, rather than storage facilities; maybe shared regionals or some aspect of this; and maybe give regionals the option on dual-format materials.

Thursday's session adjourned at 3:30 p.m., with Council members resuming in an open working session at 4:00 p.m.

#### Meeting Convened, Friday

The meeting resumed at 9 a.m., in the Mumford Room, Library of Congress, Madison Building.

#### Electronic Archives

Trudy Peterson, NARA, spoke about the National Archives. She asked that we remember 3 things: 1) they are geographically dispersed, 2) they hold the records of all 3 branches of government and 3) they hold all physical types of records issued by the federal government. They have no say over the choice of format by the government.

Karen Paul, Senate Archivist, spoke about the problem of acquiring records and organizing them in the Senate Historical Office. She has

3 areas of responsibility: archival, records management and information management. The area of information management has caused her to have a more activist role. Rather than sitting back and receiving what is given to her, she has to go in and shape the records for the future. She also has to convince everyone that information is permanently valuable, regardless of the media in which it is stored.

#### Recommendations

Copies of Council recommendations were late in arriving and there were not copies for the audience. Therefore, all the recommendations were read so the audience could get a sense of them before Council discussed and voted on them. Two recommendations came from the floor. In the remaining time available, Council voted on and passed recommendations 8, 16, 18, 19 and tabled 17. It was decided to print the recommendations in Administrative Notes, ask for comments and then Council will vote on December 1st.

The meeting adjourned at 12:00.

Respectfully submitted,

*Susan Tulis*  
Susan Tulis  
Secretary

\*\*\*\*\*

## DEPOSITORY LIBRARY COUNCIL

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1986

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AN-v7-n19-11/86

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## NEW SURVEY PROCEDURES

LPS has been experiencing difficulties in obtaining stock of form 3492, the preprinted survey response forms used for scanning survey results into DDIS. Rather than delaying surveys until the necessary stock becomes available, LPS has chosen to conduct the surveys manually by individually keying in item selections to DDIS, as opposed to having them scanned in. While this manner of updating DDIS is significantly more labor intensive than scanning, and will represent a substantial increased workload in LPS for a period of time, we feel it is justified by the need to distribute new publications to selecting libraries in a timely fashion.

Therefore, for the next several months, surveys will be sent to you in the usual manner (on a shipping list). However, instead of returning form 3492 to LPS, we ask that you return the shipping list (or a legible xerox copy) WITH THE ITEMS YOU WISH TO RECEIVE CIRCLED, AND WITH YOUR LIBRARY # ON EACH PAGE OF THE SHIPPING LIST. This interim procedure is being implemented starting with Survey #86-008 (shipping list 86-90774-P/Sept 19, 1986).

We thank you for your cooperation and we apologize for any inconvenience caused by this interim procedure.

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